

VMR-VRO GUIDELINE - NEW LOCATIONS

Checklist Reference: New Locations. See also the guideline and checklist for “Main Location & Address.”

Why are new locations added to the vendor?

Locations can be added for a number of reasons. A new address could result in a new location, an ACH account for a specific business unit, numerous addresses, a new interface, etc.

Why do the location descriptions contain part of the address?

Cities and sometimes the addresses are being added in the location description because it helps the users to identify which location to use.

What is the difference between the location title and the description?

The location title is simple such as: Remit, 2Remit, Main, 1099, Hdqtrs, and PO. Try to keep these simple since they cannot be changed or duplicated.

The location description can be changed at any time. Example: If the Remit address changes to a different city and state, there is no need to create a new location. Just change the Remit location’s description and save. Keeping the location simple allows for reuse of the location.

When is a “dummy” location required?

When a vendor has multiple locations for users in PO and voucher to select from, a default location must be set up with an address stating “Choose the Correct Location.” This default location is usually the MAIN location. It is called a “dummy” location, because it should contain no ACH or 1099 reporting information – it is set up for the sole purpose of warning users that they need to choose from multiple locations.

Why is it necessary to document changes to the vendor record?

Documenting additions, changes, updates, etc. to the vendor’s record provides insight into why something was changed, who changed it, and when the change was made.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.